

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Off File
64M-1

NOTICE NO.
LN 42-100-2

LN 42-100-2
CORRESPONDENCE
16 August 1955

SUBJECT: Addressing of Memoranda to the Department of Defense

REFERENCES: LI 42-200-1 (para. 4.d.)
LN 42-100-1
LN 45-100-2
[REDACTED]

STATINTL

1. Supplementing the above references and in accordance with the provisions of Chapter II, paragraph 34 (page 20) of [REDACTED] a continuous line address will be used when preparing memoranda to the Department of Defense in place of the block style of addressing previously used. Room numbers, buildings and cities will not be included as a part of the memorandum address, but should appear on the envelopes (except where envelopes are not required as indicated in LI 42-200-1).

STATINTL

2. Examples of prescribed addressing follow:

MEMORANDUM FOR: Chief of Staff, Department of the Army

MEMORANDUM FOR: Chief, Bureau of Supplies and Accounts,
Department of the Navy

MEMORANDUM FOR: Director of Transportation, Traffic Division,
Movements Branch, Headquarters, USAF

3. Preprinted form letters on hand may be used, but changes should be made when reordering.

FOR THE DIRECTOR OF LOGISTICS:

Document No.	18
No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Ex: HR 70-2	
date: 11 OCT 1978	By: 22
OL/AS/R&S	[REDACTED] mel

[REDACTED]
Chief, Administrative Staff

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